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Title: IX, Foundation Financial Information System (FFIS) Manual

Chapter: All Chapters

Bulletin: FFIS 04-1, USDA-OCFO, Intragovernmental Payment and Collection System (IPAC), Billing Document (BD) Direct Entered - Usage Policy and Standards

Date: February 13, 2004

To: All FFIS Agencies

This bulletin establishes departmental policy for agencies collecting payments through the Intragovernmental Payment and Collection System (IPAC) using direct-entered Billing Document (BD) transactions in FFIS. When properly processed, the BD generates IPAC collections. This policy standardizes the business process for USDA agencies.

USDA Billing Agency Responsibilities when Creating BDs:

- When entering the USDA paying agency's obligating reference number in the line description field, do not use dashes or spaces (i.e., MO12345678).

- For intra-USDA billing transactions, ensure that the paying agency's obligating reference number is entered in the line description field (in almost all cases, this is a Miscellaneous Order (MO or M1) or a Requisition (RQ) document). **Note:** Failure to enter the information correctly could result in an IPAC collection being charged back/reversed by the paying agency.

- For non-USDA agency billing transactions, request the exact reference information needed for the paying agency's IPAC bill, and ensure this information is entered in the line description field. This information flows through to multiple fields in the resulting IPAC bill. Failure to enter the information correctly could result in an IPAC collection being charged back/reversed by the paying agency.

- After completing the BD, place the document in Held status to be released only after the corresponding accounting structure code is entered in the Accounts Receivable Text Data Entry Table (ARTX).

- USDA agencies entering BDs must ensure that sufficient data is entered in ARTX that provides the paying agency with adequate accounting information allowing them to identify and process the IPAC transaction.

- After all required fields are entered in ARTX, the BD may be run and converted to Accepted status.

Completing ARTX:

ARTX is used to record custom text that provides paying agencies with information necessary to identify and process IPAC transactions. Completion of required fields in ARTX include a point of contact name and telephone number, customer obligating document number or other customer accounting data, descriptive text detailing the service or goods provided, and any agreement numbers.

To add a record to ARTX, complete the fields as follows:

```
ACTION: S       TABLEID: ARTX       USERID: NFxx
ACCOUNTS RECEIVABLE TEXT DATA ENTRY TABLE
KEY IS TEXT INDICATOR, BD ID, LINE, TEXT LINE

TEXT INDICATOR:     BD ID:                    LINE:

                                                              TEXT
                              TEXT                            LINE
     ---------------------------------------------------------------- ----

 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
```

Action	*Required, alpha, 1 position* Type **A**.
TableID	*No-entry* Displays *ARTX*.
UserID	*No-entry* Displays the user ID.
Text Indicator	*Required, alpha, 1 position* Type **B** to indicate an IPAC bill.
BD ID	*Required, alphanumeric, 13 positions* Type the billing document transaction code **BD** and document number for which the text is associated.
Line	*Required, numeric, 3 positions* Type **000**.

Text   *Required, alphanumeric, 70 positions max.*

Type a point of contact name and telephone number, customer obligating document number or other customer accounting data, descriptive text detailing the service or goods provided, and any agreement numbers.

Text Line   *Required, numeric, 4 positions*

Type the number of each line of text. For the first line of text, type **0001**. Continue sequential numbering after each additional line of text (e.g., **0002**, **0003**, etc.).

After typing the data, press **[Enter]**. The message *All Lines Added* is displayed at the bottom of the screen to indicate that the record has been added; if the record contains errors, error messages are displayed at the bottom of the screen. If the errors cannot be corrected, contact the Customer Relations Section for assistance by telephone at **504-426-5471** or by e-mail at *customer.relations@usda.gov.*

For all other IPAC processing-related questions, contact the IPAC Processing Section at **504-426-5094** or *ippt@usda.gov.* Refer questions about the distribution of this bulletin to the Quality Assurance Branch at **504-426-5471** or *nfc.pvct@usda.gov.*

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